

PROCUREMENT OFFICE

Division of Finance

Community, Municipal Services/Education

1 Franklin Street, Suite 345, Hampton, VA 23669-3570

Phone: (757) 727-2200 Fax: (757) 727-2207

April 3, 2006

Re: R.F.P. 323104/L

Gentlemen/Ladies:

The Director of Finance or his designated representative, on behalf of the City of Hampton will accept written responses in the Procurement Office 1 Franklin Street, Suite 345, Hampton, Virginia, 23669-3570 until **2:00 P.M. EST, Monday, April 25, 2006** at which time they will be opened and read aloud for the following:

The Hampton City Convention and Visitor's Bureau is seeking Proposals from Qualified Offerors to provide two (2) exhibit booths.

Legal requirements mandate that responses to this solicitation be submitted sealed. Therefore FAX responses shall not be accepted.

Any previous submittals, offers, price given, either orally or written, can not be accepted as a response to this formal solicitation. To insure fair and equal consideration of your response, if you wish to compete, please reply to this request.

All forms relating to this solicitation are attached or may be obtained from the Procurement Office, 1 Franklin Street, Hampton, VA.

**Scope of services, specifications and evaluation criteria are attached.
Response should include (1) original and (10) copies of all materials.**

Offers will be evaluated in accordance with the State of Virginia Public Procurement Act and the code of the City of Hampton.

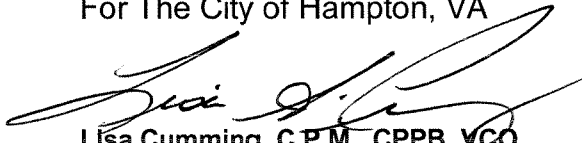
It is the policy of the City of Hampton, Virginia to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the cities procurement activities. Toward that end the City of Hampton, Virginia encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and

businesses owned by women and minorities through partnerships joint ventures, sub-contracts, and other contractual opportunities.

Public announcement of the decision to award this contract shall be issued in written form distributed to all responsive participants via facsimile transmission, using the offeror's number provided on the formal response form. Public records shall be available for inspection from the date of the public announcement.

The City of Hampton reserve(s) the right to reject any and all responses, to make awards in whole or in part, and to waive any informalities in submittals.

Yours Truly,
For The City of Hampton, VA

A handwritten signature in black ink, appearing to read 'Lisa Cumming', is written over the typed name and title.

Lisa Cumming, C.P.M., CPPB, VCO
Procurement Manager
City of Hampton
Consolidated Procurement Division
One Franklin Street, Suite 345
757.727.2203 Voice 757.727.2207 Fax
lcumming@hampton.gov

PREPARATION/SUBMITTAL OF RESPONSES INSTRUCTIONS TO VENDORS

I. PREPARATION

1.1 - If response forms are attached, they shall be used. Responses not so submitted on said forms or not fully completed with all information may be declared nonresponsive. All documents shall be signed. Any corrections to entries made on forms shall be made in ink and initialed by the person signing the response.

1.2 - General questions, requests for explanations, or interpretations of documents shall be made as directed.

1.3 - During preparation and prior to opening, each vendor shall not divulge, discuss or compare his response with others, and shall not collude with any other party to a response. A signed response shall be taken as an indication that the vendor fully understands the State of Virginia's Conflict of Interest Act and the State of Virginia's Ethic in Public Procurement Act and that his actions in no way violate any of the provisions therein.

1.4 - Unless this solicitation contains a clear statement that only one certain brand, make or manufacturer is acceptable and a clear reason is stated why such is so, the name of a certain brand, make or manufacturer does not restrict vendors to that named. Such only conveys the general style, type, character, and quality of that desired. During evaluation of responses, it shall be the sole discretion of the soliciting organization to determine what is equal, considering quality, workmanship, economy of operation, and suitability for the purpose intended.

1.5 - Prices shall be all inclusive for the scope of the solicitation. Where applicable, the following shall apply. All shipments shall be F.O.B. destination, freight included. Delivery shall be inside as directed at the address indicated. Required delivery times and terms of payment shall be clearly stated.

II. SUBMISSION

2.1 - All responses shall be submitted in accordance with the instructions stated in the solicitation letter. Responses not so submitted may be declared nonresponsive.

2.2 - Modifications to responses already submitted will be allowed if such is given in writing prior to the stated deadline. Such modifications shall not reveal to the total amount of either the original or modified submittal.

2.3 - Responses may be withdrawn at any time prior to their being opened.

2.4 - No liability shall accrue to the soliciting organization from the acceptance of any response. Financial obligations on behalf of the soliciting organization shall occur only through the award of a contract and/or purchase order in accordance with applicable law.

Hampton

Virginia

City of Hampton
Department of Finance
Procurement Office

NON-COLLUSIVE PROPOSAL/NONDISCRIMINATION STATEMENT

R.F.P. 323104/L

NONDISCRIMINATION STATEMENT: The undersigned offeror hereby agrees that, if awarded the contract for the above proposal, it will, as contractor, perform as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, age, religion, handicap, color, sex, or national origin, except where age, religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contractor will comply with Title VII of the 1964 Civil Rights Act.

(2) The Contractor, In all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

(3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

(4) The contractor will include the provisions of the foregoing paragraphs 1, 2 and 3 in every subcontractor purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

(5) The contractor will comply in all respects with the Immigration Reform and Control Act of 1986, and has taken the measure required by the Act to ensure both that his employees are either citizens or authorized Aliens as required by the Act and that employees or applicants are not discriminated against on the basis of national origin or citizenship status except as required or permitted by the Act.

The offeror understands and agrees that the above agreement shall automatically become part of any contract signed by the offeror with the City in regard to the above proposal.

NON-COLLUSIVE STATEMENT:

- (1) The offer has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any vendor of materials, supplies, equipment, or services described in the Request for Proposal. Designed to limit independent bidding or competitions, and
- (2) The contents of the offer have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned offeror further certifies that this statement is executed for the purpose of inducing the City of Hampton to consider the offer and make an award in accordance therewith.

Legal Name of Business:		Signature:	
Business Address:		Title of Person authorized to Sign:	
			Date:
Telephone	Fax:	Email:	

Background:

The Hampton Convention and Visitors Bureau (Hampton CVB) is the tourism marketing bureau for the City of Hampton. The HCVB Sales Team works to bring meetings, conventions and events to Hampton. One way for the CVB to reach clients is by attending industry Tradeshows. The CVB attends a total of 30 tradeshows a year all over the United States. The HCVB contracts for island and inline booth space (ranging from 10x10, 10x20, 20x20) at the shows and, depending on the clientele, brings along the appropriate trade show booth(s) which showcase Hampton.

Purpose:

The Hampton CVB is seeking proposals in order to select two Exhibit Booth(s) that would best showcase the Hampton Roads Convention Center and Hampton attractions. The new booth(s) would be used at approximately 25 shows a year. These booths should be designed in such a way that they can work together in a larger booth display or independently in smaller areas.

Requirements for Exhibit Displays:

I. Delivery Date: July 1, 2006. Booths shall be required for the first show Hampton CVB will participate in: ASAE Boston, MA August 19-22, 2006

II. A. Item One- Exhibit Booth

1. Dimensions preferred: 10ft wide by 8ft high flat wall exhibit with graphic capability in center and canopy structure on top
2. Wood to be teak like in color, or lightest wood color.
3. Built-in tall lockable storage cabinets on both sides with the capability to attach two (2)-27 inch Plasma screens to cabinets. DVD players shall be positioned in a manner that they may be locked and secured through out without removal each night.
4. The Canopy structure is required to mimic the tensile structure of the Hampton Roads Convention Center (see attachment A) with 110v lighting capability.
5. Graphic will be picture of the Hampton Roads Convention Center
6. One Reception Counter
7. Carpet and upgraded padding for 10x10, 10x20, and 20x20 (price separately in Bid response)
8. Booth(s) shall be designed to work in tandem and as stand alones.
9. Estimated total weight of booth and packing/shipping containers.

II. B. Item Two-Exhibit Booth

1. Dimensions preferred: 10ft wide by 8ft high flat wall exhibit with fabric graphic in center and canopy structure on top
2. Wood to be teak like in color, or lightest wood color.
3. Built-in tall lockable storage cabinets on both sides with the capability to attach two (2)-27 inch Plasma screens to cabinets.
4. Arched canopy capable to mount sign with Hampton CVB Logo and 110V lighting capability

5. Graphic must be able to showcase multiple venues and activities of Hampton. The graphic must be designed to allow the user to easily change out graphic.
6. One Reception Counter
7. Carpet and upgraded padding for 10x10, 10x20, and 20x20 (price separately in Bid response)
8. Booth(s) shall be designed to work in tandem and as stand alones.
9. Estimated total weight of booth and packing/shipping containers.

Instructions to Offerors:

1. Note: Digital images to be provided by Hampton CVB.
2. Questions shall be submitted in writing NLT Tuesday, April 18, 2006 4:00 PM, EST to lcumming@hampton.gov or may be faxed to 757.727.2207.
3. Supply detailed CAD drawings of exhibits with proposal to determine if design is consistent with Hampton CVB requirements. Showing all elevations and views.
4. Cost breakout shall include the following:
 - a. Services to be provided:
 - i. Labor expenses for Set up and Tear down for each occurrence.
 - ii. Show services company provides and charges for services
 - iii. Installation and dismantling (include labor fees)
 - iv. Transportation to and from show site
 - v. Project manager on site for length of show
 - vi. Set up charges
5. Provide Pricing for following items:
 - a. Floor and electric layout plans (itemized)
 - b. Two DVD players to run Plasma screens, with AV labor installation and support (rented)
 - c. Four (4) 27 inch Plasma screens (rented)
 - d. Monthly Storage Fee of booths
6. Provide the following scenario and include an example of expenses that would be associated with your product for the ASAE Show in Boston, MA. Hampton CVB has a 20' x 20' island booth.
7. One (1) original and 10 copies of proposal shall be submitted to the Consolidated Procurement Office, One Franklin Street, Suite 345, Hampton, VA 23669

Selection Criteria:

Selection shall be based on the following areas.

1. Booth Design:
 - a. Creativity/originality of booth design
 - b. Total weight of booth
 - c. Ease of assembly/installation of booth
2. Services to be provided
3. Capability and Skill: Offeror must provide the following organization information in its proposal:

- a. Background and experience in this type of business. Four examples of previous work and clients as well as 3 current clients that we can contact for referrals and reference.
 - b. Illustrate Offeror's organizational structure -- e.g. organization chart of the firm, project teams, etc.
 - c. Indicate the size and location of the office staff that will service Hampton CVB.
 - d. Indicate the type of organization the Offeror represents (i.e. individual, partnership or corporation). If the Offeror is a corporation, list the names of the President, Vice-President, Secretary, Treasurer and all principals. If the Offeror is a partnership, include the names of all principals or partners.
 - e. If Offeror intends to subcontract any part of the work under this contract, indicate services to be subcontracted and subcontractor(s) name and address that will provide said services and as well as examples and clients they have worked for.
 - f. Number of service technicians that will be available to provide maintenance / service / support to Hampton CVB for proposed exhibit booths and equipments at shows.
 - g. Contract Points of Contact – Provide the name, title, address, e-mail address, phone (land, cell, pager) and fax numbers, and work hours of the Offeror's Contract points of contact for the following functions:
 - i. Ability to execute prompt contract administration upon award of the contract;
 - ii. Authorized to bind the company to City of Hampton Consolidated Procurement Office during the period of evaluation and negotiations.
 - iii. Authorized to accept any notices provided for in this contract.
4. Responsiveness: The degree to which the offeror has responded to the purpose and scope of services – e.g. services to be provided, additional information to be provided, flexibility of the proposal to meet Hampton CVB needs. Approach to providing services herein
5. Experience: Provide a concise description of all work experiences as they relate to the Specifications outlined in this RFP. Description should include, but not be limited to:
- a. Describe Offeror's established experience record in providing comparable services to those requested in this RFP.
 - b. Indicate the number and types of customers the Offeror has served with comparable services.
 - c. Indicate the number of years Offeror has been providing these types of services.
 - d. Describe Offeror's company experience providing exhibit booth supplies and support services.
 - e. Disclose any associations or business dealings with other CVBs or City marketing entities.

6. Cost

Attachment A

